

Office of the Information and Privacy Commissioner of Alberta
 Cara-Lynn Stelmack, Assistant Commissioner- Operations and Compliance
 Expenses Processed April 1, 2023 - May 31, 2023

Travel Expenses

Date Expenses Incurred	Destination	Description/Rationale	Transportation ¹	Accommodation	Per Diems ² (no receipts)	Meals (without receipts)	Other ³	Total
May 2-4	Edmonton, AB	Meeting with team members	\$ 85.63	\$ 413.59				\$ 499.22
Total			\$ 85.63	\$ 413.59	\$ -	\$ -	\$ -	\$ 499.22

¹Transportation includes: airfare, mileage, rental vehicle, Red Arrow

² Where receipts are not provided, Government of Alberta approved per diem meal rates and daily incidental rates are claimed.

³ "Other" includes taxis, parking, telephone long distance, gas and other sundry travel costs supported by receipts.

Hospitality/Working Session Expenses

Date Expenses Incurred	Description/Rationale	Hospitality	Working Session	Total
Total		\$ -	\$ -	\$ -
Total Expenses				<u>\$ 499.22</u>

Nights: 1

Guests: Caralyn Stelmack, 1 Adult

Rooms: 1

Cancellation Policy

Customer Name:

Customer Email:

Customer Phone:

3

 Subtotal: CA\$181.00
 Sales Tax: CA\$38.97
CA\$219.97
 Service Charge: CA\$15.99

1-1

P Card
May 23/23

REVIEWED
 MAY 10 2023

✓ \$209.50
 \$10.47

 \$219.97 ✓

Total Cost: CA\$235.96

Billing Name: Bonnie Irwin

CC Type: MasterCard

CC Number: XXXX - XXXX - XXXX

HOTEL POLICIES

- You'll be asked to pay the following charges at the property:
- Deposit: CAD 350.00 per accommodation, per stay

We have included all charges provided to us by the property.

- Self parking fee: CAD 20 per night (in/out privileges)
- Pet fee: CAD 25 per accommodation (varies based on length of stay)
- Service animals are exempt from fees

The above list may not be comprehensive. Fees and deposits may not include tax and are subject to change.

- The property has connecting/adjoining rooms, which are subject to availability and can be requested by contacting the property using the number on the booking confirmation. This property allows pets in specific

4

Audrey Palmer

From: ReservationDesk.com <confirmations@reservationdesk.com>
Sent: April 27, 2023 11:15 AM
To: Bonnie Irwin
Subject: [External] Holiday Inn Express Edmonton Downtown, an IHG Hotel Confirmed Booking | Itinerary:

RESERVATION
DESK



Holiday Inn Express Edmonton Downtown, an IHG Hotel

10010 104th Street | Edmonton, AB, T5J0Z1, CA

CONFIRMATION

Itinerary Number

We have charged your credit card for the full payment of this reservation. Your booking is guaranteed and paid in full.

[Print Receipt](#) [Manage Booking](#) [Book This Hotel Again](#)



Standard Room, 1 King Bed
1 King Bed

Check-In: May 03, 2023 (3:00 PM - 5:00 AM)

Check-Out: May 04, 2023 (12:00 PM)

Nights: 1

Guests: Caralyn Stelmack, 2 Adults

Rooms: 1

Cancellation Policy

Customer Name

Customer Email

Customer Phone: +

Subtotal: CA\$150.00

Sales Tax: CA\$32.31

Service Charge: CA\$15.99 (6)

Total Cost: CA\$198.30

Billing Name: Bonnie Irwin ✓

CC Type: MasterCard

CC Number: XXXX - XXXX - XXXX

REVIEWED
MAY 10 2023

✓
\$173.63
\$8.68
] 1-1
→ \$182.31 ✓

BI P Card
MAY 23/23

HOTEL POLICIES

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5

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To: Bonnie Irwin
Subject: [External] Holiday Inn Express Edmonton Downtown, an IHG Hotel Confirmed Booking | Itinerary



Holiday Inn Express Edmonton Downtown, an IHG Hotel

10010 104th Street | Edmonton, AB, T5J0Z1, CA

CONFIRMATION

Itinerary Number: 123456789

We have charged your credit card for the full payment of this reservation. Your booking is guaranteed and paid in full.

[Print Receipt](#) [Manage Booking](#) [Book This Hotel Again](#)



Standard Room, 1 King Bed

1 King Bed

Check-In: May 02, 2023 (3:00 PM - 5:00 AM)

Check-Out: May 03, 2023 (12:00 PM)

Nights: 1

Guests: Caralyn Stelmack, 1 Adult

Rooms: 1

Cancellation Policy

Customer Name

Customer Email:

Customer Phone

Subtotal: CA\$181.00

Sales Tax: CA\$38.97

Service Charge: CA\$15.99

Total Cost: CA\$235.96

Billing Name: Bonnie Irwin

CC Type: MasterCard

CC Number: XXXX - XXXX - XXXX

*Plaid
May 23 / 23*

REVIEWED
MAY 10 2023

4

~~\$15.23~~

~~\$.76~~

~~\$15.99~~

1-1

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Holiday Inn Express Edmonton Downtown, an IHG Hotel

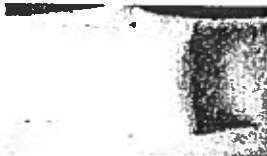
10010 104th Street | Edmonton, AB, T5J0Z1, CA

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Customer Email

Customer Phone

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Sales Tax: CA\$32.31

(5) Service Charge: CA\$15.99
(1-1)

Total Cost: CA\$198.30

Billing Name: Bonnie Irwin

CC Type: MasterCard

CC Number: XXXX - XXXX - XXXX

Plaid
5-23-23
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\$.76

\$15.99 ✓
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MAY 10 2023

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Standard Room, 1 King Bed

1 King Bed

Check-In: May 02, 2023 (3:00 PM - 5:00 AM)

Check-Out: May 03, 2023 (12:00 PM)



HLEHR3

Passenger
Cara Stelmack

Travel Date / Time
Wed May 03, 2023 08:15

From
CALGARY - 304 35 AVE NE
To
EDMONTON - 10014 104 ST

RED ARROW AD

Arrival date/time : Wed May 03, 2023 11:40
Journey: Calgary - 304 35 Ave NE / Edmonton - 10014 104 St

ADULT - STANDARD - ONE WAY

Ages 18

Fare: \$ 74.57 CAD
Fees: \$ 11.06 CAD
Taxes: \$ 4.28 CAD
Total: \$ 89.91 CAD

Section: Single 5A
Row: 5 Seat: A



HLEHR3-MQTZWFBK
Issued: Wed Apr 26, 2023 09:23

\$185.63
\$4.28

We reserve the right to cancel or postpone scheduled travel based on weather conditions, road conditions or for any other safety-related reason. In such event any and all liability of Red Arrow/Ebus/PWT or their affiliated entities shall be expressly limited to a refund of the purchase price paid for this ticket.

IDENTIFICATION: We require all passengers 18 and over to travel with Government Issued photo I.D. or two (2) pieces of valid government-issued non-photo identification with matching names. Passengers without the correct forms of I.D. will be refused travel.

CHECK-IN: Please note that a paper ticket is not required for check-in. Please check in 15 minutes prior to departure.

PAYMENT TERMS: DUE UPON RECEIPT. Corporate Billing Accounts: Payment due 30 days after completion of the trip. GST# BN139981476

LUGGAGE ALLOWANCE: Please note that the luggage allowance per person included in your fare is 3 pieces including one carry-on bag and luggage stowed underneath the coach. Carry-on items include purses, backpacks, and laptop bags. Additional luggage is \$15 per piece up to a maximum of 6 pieces total. We will not be responsible for the loss of or damage to checked or carry-on luggage in excess of stated maximum liability. For the full policy, please your carrier for details:

Red Arrow www.redarrow.ca
Ebus www.myebus.ca
Thompson Valley Charters <https://tvcbus.ca/>

CHANGE AND CANCELLATION POLICY: If you wish to change time, change the date, or cancel for a full refund – you must provide us with the 24 hr notice prior to departure. Failure to provide proper notice makes the trip non-refundable & will result in an additional change fee. Red Arrow changes within the 24-hour period are permitted for a fee of \$25.00.

Please note that Ebus Alberta tickets are non-refundable and cannot be canceled. Changes are permitted for a fee of \$15.75. If you wish to change or cancel your booking, please contact a Passenger Experience Representative by phone:

Red Arrow: 1-800-232-1958
Ebus and Partners: 1-877-769-3287

NO SHOWS: Not showing up for your departure or failure to arrive on time will result in the forfeit of full fare.

We reserve the right to perform carry-on baggage checks at any time.

ZERO TOLERANCE DRUG AND ALCOHOL POLICY: For the comfort, safety, and positive experience for all passengers, we're pleased to have a Zero Tolerance policy when it comes to intoxication, so rest assured that any signs of intoxicated passengers will be handled appropriately and refused service.

Thank you for traveling with us. We appreciate your business!

Our Core Values: Safety | Customer Service | Resourcefulness | Integrity | Positive Attitude | Team Work | Loyalty | Accountability | Respect | Dedication

Standard

Red Arrow/Ebus/PWT

PCard Holder Initial: _____

PCard Run Date: 05/01/23

EO: _____ AO: _____

3-1